

ADMINISTRATIVE - INTERNAL USE ONLY

26 AUG 1978

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, Executive Career Service Board

FROM: F. W. M. Jarney
Director of Personnel

SUBJECT: Schedule for Supergrade Promotions

REFERENCE: Memo for Ex. Dir. Comp. fr D/Pers dtd 26 May 69,
subject: Timing of Proposals for Supergrade
and Scientific Pay Schedule Promotions

1. The Deputy Director of Central Intelligence has approved a recommendation that the schedule for supergrade and scientific pay schedule promotions be officially established for the months of January and July each year.

2. The procedures and format for promotion recommendations in reference remain in effect. The call up date for receipt of this material in the Office of Personnel is on or about 15 November and 15 May respectively.

F. W. M. Jarney

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OP/P&C/RS/ :cmc (9 Aug 78)

ADMINISTRATIVE - INTERNAL USE ONLY

26 May 1969

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Timing of Proposals for Supergrade and Scientific Pay
Schedule Promotions

1. This memorandum submits recommendations for your approval; these recommendations are contained in paragraph 7.
2. At your request, the Deputy Directors have commented on the proposed policy of submitting recommended supergrade level promotions once a year:
 - a. The Deputy Director for Intelligence recommends a quarterly review. He agrees that specific timing is important in that it would tend to standardize application of criteria and increase the likelihood of promoting the most deserving nominees. He argues, though, that if promotions are considered only on a yearly basis, some deserving employees would be discouraged at having such a long wait (in some cases close to two years if passed over even once) and through sheer weight of numbers recommended (60-65 per year) no case would be likely to receive the consideration it would if there were fewer at one time.
 - b. The Deputy Director for Support agrees with the proposal for a yearly review. He does prefer, however, that it be done in late February or early March.
 - c. The Deputy Director for Plans agrees with the proposal. He has had yearly reviews for some time. He believes there should be infrequent exceptions in special cases. This year's review is scheduled for July and August.
 - d. The Deputy Director for Science and Technology recommends scheduling be kept flexible. Timing is too crucial when dealing with highly specialized scientific types who may get offers from outside and would not be amenable to waiting for a promotion simply because of an administrative schedule. The Deputy Director for Science and Technology has only a few promotions in this range (19 in two years) and consideration once a year is unduly restrictive. In some cases he might submit recommendations prematurely rather than penalize the individual unfairly or take a chance on losing the services of a highly qualified employee.
3. This variety of opinions reflects the different situations existing in the Directorates. The Clandestine Service has one Career Service coupled with frequent rotational assignments; hence, selections are made more on a people basis than a job basis. In the rest of the Agency people and job requirements tend to be more specialized, and job assignment and promotion recommendations are usually linked together. The Science and Technology Directorate problem is further complicated by having highly marketable people who are in great demand in the labor market.

Subject: Timing of Proposals for Supergrade and Scientific Pay Schedule Promotions

4. The advantages of fewer promotion exercises are obvious, but the number of promotions processed at one time should not be so excessive as to preclude careful analysis. In consideration of the varying situations in the Agency, scheduled semi-annual dates for promotion submissions could be established. Those Directorates preferring an annual submission could use one of the two dates. Exceptions could be made on individual promotions when, in the judgment of a Deputy Director, such action is warranted.

5. There is no completely administratively satisfactory timing for the submission of supergrade promotion requests. Two points made were:

a. To make the submissions coincide with the end of the fitness reporting period for GS-14's and above on 31 March, and

b. To effect the bulk of our supergrade promotions toward the end of the fiscal year since we borrow ceiling on the supergrade retirements occurring in the same fiscal year.

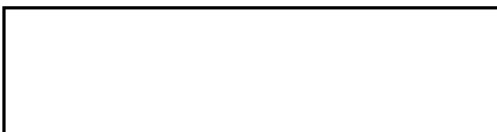
6. To expedite processing and eliminate unnecessary paper work, a standardized procedure has been developed. This procedure has been discussed with the representatives of each Directorate and will be acceptable if the proposed policy is adopted.

7. It is recommended that:

a. Supergrade and Scientific Pay Schedule promotions be scheduled for consideration at six-month intervals. Exceptions to be made on individual promotions when, in the judgment of the Deputy Director concerned, such action is warranted.

b. The semi-annual review for 1969 take place next September and in April and October in future years.

c. The attached procedures for the submission of supergrade and SPS promotions be approved.

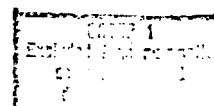


Robert S. Wattles
Director of Personnel

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Atts:

- 1 - Recommended procedure
- 2 - Recommended memo format



Subject: Timing of Proposals for Supergrade and Scientific Pay Schedule Promotions

The recommendations contained in paragraph 7 are approved.

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L. K. White
Executive Director-Comptroller

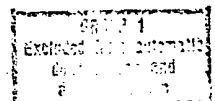
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PROCEDURES FOR SUPERGRADE AND SCIENTIFIC PAY SCALE PROMOTIONS

1. Timing

a. Deputy Directors and Heads of Independent Offices will submit written Supergrade/Scientific Pay Schedule promotion requests by 1 April and/or 1 October.

b. The Director of Personnel will submit these recommendations to the Director by 20 April and/or 20 October.

2. Notification of Selection

Deputy Directors and Heads of Independent Offices will furnish a list of proposed promotees to the Director of Personnel as soon as selections are made. This notification will precede formal written requests. (This is necessary in order to permit expeditious handling of necessary clearances.)

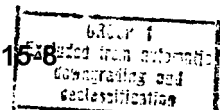
3. Format and Procedures

a. Deputy Directors and Heads of Independent Offices will prepare written recommendations for promotion to the GS-16 or above level for each individual. Memoranda will be addressed to the Director of Central Intelligence and forwarded through the Director of Personnel. (See sample for information required.) Memoranda should be accompanied by Forms 1152 and Official Personnel Folders.

b. The Director of Personnel will review recommendations and concur or non-concur.

c. The Director of Personnel will prepare statistical summaries on SG-SPS ceiling incumbencies and forward to the Director of Central Intelligence.

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S-A-M-P-L-E

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Recommendation for Promotion of Mr. _____
to Grade GS(SPS) _____

1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph _____.

2. The _____ Career Service Board has recommended the promotion of Mr. _____ to GS(SPS) _____ and I concur in this recommendation. Mr. _____ is presently serving as _____, a position which has been approved at the _____ level. (If it is a PRA assignment or promotion above the grade of the position, explanation should be provided.)

3. A biographic profile for Mr. _____ is attached. (This should be current profile with last two current Fitness Reports.) This paragraph should contain the following information:

- a. Age
- b. Educational background
- c. Military service, if any
- d. Pre-CIA work experience
- e. EOD date, grade, initial assignment
- f. CIA work history
- g. QSI or Honor Awards, if any
- h. CIA-sponsored training at senior schools, i.e., Army War College, National War College, Harvard
- i. Date promoted to current grade
- j. Job performance (Fitness Report ratings)
- k. Justification for requesting present promotion

4. It is recommended that you approve the promotion of Mr. _____ to grade _____.

Deputy Director
or
Head of Independent Office

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Subject: Recommendation for Promotion of Mr. _____ to
Grade GS(SPS) _____

Concur:

Robert S. Wattles
Director of Personnel

Date

The recommendation in paragraph _____ is approved.

Richard Helms
Director of Central Intelligence

Date

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